

**HOSTING SUMMARY SHEET**

Hosts:.....  
(and assistants).....  
From .....(start-date) until .....(end-date).

Enclosed are copies of the Charge Sheet Forms for everybody (except Hosts and Co-Hosts) who occupied the lodge. We used our pre-session records and those forms to prepare the following summary:

**We collected:**

\$..... forfeited deposits because of cancellations, plus  
\$..... Associate Member daily dues, plus  
\$..... Lodging (dorm- and room-beds and Recreation Vehicles); plus  
\$..... motel tax; plus  
\$..... meals; plus  
\$..... for .....; plus  
\$..... donations. Our Subtotal =

\$..... **Total collected.**

**We paid out (and enclose receipts):**

\$..... food for our meals;  
\$..... non-food other items such as .....  
.....;  
\$..... food-pantry replenishment; and  
\$..... housekeeping replenishment. Our Subtotal =

\$..... **Total paid-out.**

**Using:**

\$..... **collected**; minus \$..... **paid-out**; we made  
\$..... **net proceeds.**

Comments: .....

A check made out to **ECHO SUMMIT LODGE** for the **net proceeds** ( ) or Venmo payment via [www.venmo.com/u/Echo-SummitLodge](http://www.venmo.com/u/Echo-SummitLodge), must be sent to Susette Stickel-Rufer, 29 Long Rd, Petaluma, CA 94952 along with **this sheet** ( ), all of your **receipts** ( ), **copies of charge-sheets** ( ) and a **filled-out “Leave No Trace” Checksheet** ( ). Susette pays all of our bills promptly, thus she needs your check and the other papers promptly (no later than 2 weeks after your session).

**THANK YOU VERY MUCH FOR YOUR DEDICATION TO THE LODGE.**